STUDENT PROGRAMMING COORDINATOR

JOB SUMMARY: The Student Programming Coordinator reports to the Senior Manager of Programming and Venues and is responsible for enhancing student life and creating campus community through a variety of programming initiatives including working on special events such as Week Of Welcome and AntiFreeze. This position serves as the co-chair of the Student Programming Committees and is also responsible for the event volunteer recruitment and management.

DUTIES AND RESPONSIBILITIES

1) Responsible all aspects of volunteer management for the Students' Union special events and programming. This includes recruitment, scheduling, training, appreciation and maintaining a database.

2) Assisting in the planning and implementation of the Students' Union programming and special events such as Week Of Welcome (WOW) and AntiFreeze in conjunction with the Senior Manager of Programming and Venues and related Student Programming Committees.

3) Serve as one of the co-chair of the Student Programming Committees.

4) Submit regular reports including monthly reports and project reports.

5) Create and update a transition manual for the position.

6) Perform other job-related duties as required by the Senior Manager of Programming and Venues.

QUALIFICATIONS

1) Must be registered as an undergraduate student at the University of Alberta during the term of employment, and must be a full Students' Union member.

2) Willingness and ability to work varying hours.

3) Ability to work independently and as a contributing member of a team.

4) Ability and willingness to work with people in a respectful, diplomatic and credible manner.

5) Knowledge of the Students' Union, experience in managing volunteers, and previous event management experience are desirable qualifications.

OTHER DETAILS

TERM: May 1, 2014 – April 30, 2015

HOURS: May 1, 2011 – August 31, 2012 **35 hours/week, $1908/month**
            September 1, 2011 – April 30, 2012 **25 hours/week, $1377/month**